

**Town of Westford
Timelines
Annual Town Meeting Saturday May 5, 2007
&
Fall Special Town Meeting Monday October 15, 2007**

Thurs. Feb. 1, 2007	Deadline for submittal of all street acceptance application materials to Permitting Office.
Fri. Feb. 2, 2007	Deadline to submit Community Preservation grant application to the Community Preservation Committee.
Fri. Feb. 16, 2007	Warrant opens
Thurs. March 1, 2007	4:00pm Deadline for town boards, committees and department heads to submit "placeholder" articles in as much detail as possible
Tues. March 6, 2007	4:00pm Deadline for petition articles to be submitted to the Selectmen's Office Selectmen review departmental placeholder articles with sponsoring board/committee/department present
Fri. March 9, 2007	3:00 pm Deadline to file documentation for zoning and scenic road bylaw amendment articles with the Planning Office 5:00 pm Deadline to submit Planning Board public hearing notices to Westford Eagle
Tues. March 13, 2007	5:00pm Deadline to submit nomination papers for the May 2 Town Elections to the Town Clerk's Office for certification Selectmen close the Warrant and discuss the order of the articles. Selectmen discuss warrant articles and FY07 budget requests Selectmen discuss wording of any proposed ballot question(s) (if necessary) with Town Counsel present. Public Forum: FY07 Budget discussion with Selectmen, Finance Committee & School Committee. Town boards, committees and departments invited
Wed. March 14, 2007	Warrant sent to Town Counsel for initial review
Thurs. March 15, 2007	First Planning Board Public Hearing notice(s) appear in Westford Eagle (at least 14 days before hearing date as required by law)
Tues. March 20, 2007	Selectmen to vote on ballot question language for May 2 Town Election ballot (if necessary) Selectmen continue discussion of warrant articles and FY07 budget requests (if necessary)
Thurs. March 22, 2007	Second Planning Board Public Hearing notice(s) appear in Westford Eagle.

Fri. March 23, 2007	Draft Annual Town Meeting Warrant back from Town Counsel
Tues. March 27, 2007	<p>4:00 pm Deadline for Selectmen to submit written notice of ballot question(s) to Town Clerk (MGL Ch.54:42C – at least 35 days prior to election)</p> <p>Selectmen review Warrant from Town Counsel Selectmen finalize the order of the warrant articles</p> <p>Community Preservation Committee meets with Selectmen and Finance Committee to discuss community preservation funding applications.</p> <p>Finance Committee meets with Selectmen to discuss budget articles. Selectmen begin to take positions on finance articles</p>
Thurs. March 29, 2007	Draft Warrant goes back to Town Counsel. Counsel begins drafting wording of the motions
Mon. April 2, 2007	Planning Board opens public hearings on all zoning and scenic roads articles
<i>Tues. April 3, 2007</i>	<i>Passover begins at sundown</i>
Tues. April 3, 2007	Selectmen sign the Warrant
Wed. April 4, 2007	Finance Committee votes on their recommendations on warrant articles and closes Finance Committee Report
<i>Fri., April 6, 2007</i>	<i>Good Friday</i>
<i>Sun., April 8, 2007</i>	<i>Easter Sunday</i>
Tues. April 9, 2007	Finance Committee Report goes to the printer
Wed. April 11, 2007	8:00pm Voter registration and party change deadline for Annual Town Election and Annual Town Meeting
<i>Fri. April 16 – 20, 2007</i>	<i>School Vacation</i>
<i>Mon, April 16, 2007</i>	<i>Patriots Day holiday</i>
Tues. April 17, 2007	<p>Annual Town Meeting Warrant posted in Town Hall, post offices and the library (Bylaw Chapter 51.1&2.C.1 “at least 14 days before the election”), and on the web</p> <p>Planning Board closes hearings on zoning and scenic bylaw articles. (Because this is less than 21 days prior to Town Meeting, the Planning Board is required by state statute to make a report of its recommendations on zoning articles to Town Meeting)</p>
Tues. April 17, 2007	Deadline to mail notice of street layout public hearing to abutters (at least 7 days before the public hearing).
Thurs. April 19, 2007	Final Motions back from Town Counsel to go in Selectmen’s packets and to the board, committee, department or petitioner proposing the article

- Mon. April 23, 2007** Deadline for mailing Finance Committee Report to voters (Bylaw Chapter 51.1.C.2 "at least 10 days before the meeting")
- Tues. April 24, 2007** Planning Board presents public hearing results on zoning and scenic bylaw and street acceptance articles to the Board of Selectmen.
- Selectmen hold a public hearing for any street layout plans.
- Selectmen review Town Counsel's final wording of motions. Any changes after this date must be in the form of an amendment on the floor of Town Meeting
- Selectmen and Finance Committee finalize positions on warrant articles.
- Thurs. April 26, 2007** Selectmen and Finance Committee positions on articles as voted Tuesday evening appear in the Westford Eagle
- Fri. April 27, 2007** Deadline for having proposed Power Point presentations for Town Meeting to the Computer Information Systems office
- Deadline to file approved street layout plan with the Town Clerk (at least 7 days prior to Town Meeting per MGL Ch. 82, Sec. 22)
- Tues. May 1, 2007** Town Election
- Wed. May 2, 2007** Review of final motions and Town Meeting process with Town Counsel, Selectmen chair, Moderator, Finance Committee Chair, Town Manager, Asst Town Manager, Finance Director & Town Clerk
- Sat. May 5, 2007** **Annual Town Meeting**

Timeline for Fall Special Town Meeting Monday October 16, 2006 Abbot Elementary School

Mon. July 2, 2007	Deadline for submittal of all street acceptance application materials to Permitting Office.
Fri. August 3, 2007	Warrant opens
Thurs. August 16, 2007	3:00pm Deadline for town boards, committees and department heads to submit "placeholder" articles in as much detail as possible.
Fri. August 17, 2007	3:00 pm Deadline to file documentation for zoning and scenic road bylaw amendment articles with the Planning Office
Tues. August 21, 2007	4:00pm Deadline for petition articles and for zoning bylaw or scenic road bylaw articles requiring a public hearing by the Planning Board Selectmen review departmental placeholder articles with sponsoring board/committee/department present Selectmen close the Warrant and discuss the order of the articles
Wed. August 22, 2007	Warrant sent to Town Counsel for initial review
Fri. August. 31, 2007	Draft Town Meeting Warrant back from Town Counsel 5:00 pm Deadline to submit Planning Board public hearing notices 5:00 pm Deadline to submit Selectmen public hearing notices for street acceptances (if any) to Westford Eagle
Thurs. Sept. 6, 2007	First Planning Board Public Hearing notice(s) appear in Westford Eagle (at least 14 days before hearing date as required by law) Public Hearing notice(s) relative to acceptance of streets appear in Westford Eagle (at least 14 days before hearing date as required by law)
Tues.Sept. 11, 2007	Selectmen review Warrant from Town Counsel Selectmen finalize the order of the warrant articles Selectmen approve final wording of the warrant mailing Finance Committee meets with Selectmen to discuss budget articles Selectmen begin to take positions on finance articles Selectmen open public hearing(s) for acceptance of streets (if necessary)
Thurs. Sept. 13, 2007	Second Planning Board Public Hearing Notice(s) appear in Westford Eagle Draft Warrant goes back to Town Counsel. Counsel begins drafting wording of the motions
Mon. Sept. 17, 2007	Planning Board opens public hearings on all zoning and scenic roads articles

Fri. Sept. 21, 2007	Warrant notification to voters post card goes to the printer
<i>Sat. Sept. 22, 2007</i>	<i>Yom Kippur</i>
Tues. Sept. 25, 2007	Selectmen sign Warrant Deadline to mail notice of street layout public hearing to abutters (at least 7 days before the public hearing).
Thurs. Sept. 27, 2007	Final Motions back from Town Counsel to go in Selectmen's packets and to the board, committee, department or petitioner proposing the article
Mon. Oct. 1, 2007	Special Town Meeting Warrant posted in Town Hall, post offices and the library (Bylaw Chapter 51.2.C.1 "at least 14 days before the meeting"), and on the web Planning Board closes hearings on zoning and scenic bylaw articles. (Because this is less than 21 days prior to Town Meeting, the Planning Board is required by state statute to make a report of its recommendations on zoning articles to Town Meeting)
Tues. Oct. 2, 2007	Planning Board presents public hearing results on zoning and scenic bylaw and street acceptance articles to the Board of Selectmen Selectmen hold a public hearing for any street layout plans. Selectmen review Town Counsel's final wording of motions. Any changes after this date must be in the form of an amendment on the floor of Town Meeting. Selectmen and Finance Committee finalize positions on warrant articles
Wed. Oct 3, 2007	Warrant notification to voters post card goes to post office (12 days prior to meeting)
Fri. Oct. 5, 2007	Deadline for voters to receive the warrant notification (Bylaw Chapter 51.2.C.2 "at least 10 days before the meeting") 8:00pm Voter registration deadline for October 16 Town Meeting Deadline to file approved street layout plan with the Town Clerk (at least 7 days prior to Town Meeting per MGL Ch. 82, Sec. 22)
<i>Mon, Oct. 8, 2007</i>	<i>Columbus Day holiday</i>
Tues. Oct. 9, 2007	Deadline for having proposed Power Point presentations for Town Meeting to the Computer Information Systems office
Wed. Oct. 10, 2007	Review of final motions and Special Town Meeting process with Town Counsel, Selectmen chair, Moderator, Finance Committee Chair, Town Manager, Asst Town Manager, Finance Director & Town Clerk
Mon. Oct. 15, 2007	Special Town Meeting, 7:30 pm. Adjournment no later than 10:30 pm

Tues. Oct. 16, 2007	Adjourned session, 7:30 pm, if needed. Adjournment no later than 10:30 pm
Wed. Oct. 24, 2007	Adjourned session, 7:30 pm, if needed. Adjournment no later than 10:30 pm